

STATE OF MONTANA
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU
GENERAL RECORDS RETENTION SCHEDULE

Records Category ▶ **PURCHASING/PROCUREMENT**

General
Schedule Number ▶ **4**

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| Item | Record Series Title | Distribution | Office | Records Center | Total | Disposition |
|------|--|--------------------------|--------------------|----------------|--------------------|---|
| 1 | Bid Security/Performance Security (Bond) (Bond) | Purchasing Agency | | | | Destroy 8 years after termination of contract. Destroy 8 years after termination of contract |
| 2 | Notice of Cancellations | Purchasing Agency | 2 years 3 years | 2 years | 4 years 3 years | Destroy Destroy |
| 3 | Vendor Files | Purchasing Agency | | | | Destroy outdated printings |
| 4 | Justification to Acquire Major Office Equipment | Purchasing Agency | 2 years 3 years | 2 years | 4 years 3 years | Destroy Destroy |
| 5 | Requisition | Purchasing Agency | 2 years 3 years | 2 years | 4 years 3 years | Destroy Destroy |